

DDA 78-2915/3

14 September 1978

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH: Deputy Director of Central Intelligence  
FROM: John F. Blake  
Deputy Director for Administration

Stan:

1. I have received your draft concerning scheduling and topics for the forthcoming 30 September retreat. You asked for my comments.

2. I forwarded to you several days ago, through Frank, a rather complete recommended schedule of activities.

3. I think the selection of topics is quite relevant to the audience. When it comes to the scheduling, however, I frankly find my own recommendation a bit more attractive and suspect it might be better received by the guests. My recommendation to you now for both scheduling and topics would be as follows:

--Friday, 29 September

2030-2200 Accomplishments for 1978

--Saturday, 30 September

0800-1000 Goals for accomplishment in FY'79

1015-1230 Personnel policies within the Agency

25X1A

4. The ladies would have a briefing Friday evening from [ ] on matters you have discussed with him and then the unclassified world intelligence briefing on Saturday morning from 1000 to 1200 hours. We all then could join at [ ] for lunch.

25X1A

/s/ Jack

John F. Blake

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Approved For Release 2002/05/01 : CIA-RDP81-00261R000500030024-2

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